

## **LEGISLATIVE COUNCIL POSITION DESCRIPTION**

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

**POSITION:** Research Analyst I

**AGENCY:** Legislative Service Bureau

**DIVISION:** Research Services Division

**SALARY SCHEDULE RANGE:** H

**STATUS:** Full-time

### **GENERAL DESCRIPTION OF POSITION:**

This is an entry level research position. This employee gathers, synthesizes, and analyzes technical and non-technical information to provide high-quality, unbiased information to state legislators and legislative staff. Findings are communicated in writing and orally to support public policy development and bill drafting. This employee learns the intricacies of the legislative process, becomes familiar with the sources of information unique to the Legislature, and develops consulting relationships with Bureau clients. This employee also drafts policy resolutions for state legislators. Assignments are completed independently, under the supervision of more experienced research staff. As training progresses and skills develop, more complex and difficult assignments are encountered.

### **EXAMPLES OF WORK:**

- Conducts research in assigned subject areas at the request of state legislators and legislative staff or for special projects as assigned by the Division Director.
- Conducts research and answers questions from Bureau legal counsel related to bill drafting, under supervision.
- Communicates research findings and answers questions orally or in writing.
- Composes emails, memos, and short-form research products, utilizing established formats and procedures, to report findings of research assignments in response to legislative requests and when needed.
- May support standing committees, special committees, legislative workgroups, and individual members by delivering briefings and presentations, answering questions, conducting research, providing technical assistance, and supplying information relevant to the issue at hand.
- Drafts policy and business resolutions for members of the Legislature under the supervision of the Division Director.
- Develops knowledge and expertise in multiple assigned subject areas of interest to the Legislature.

- Monitors activity and developments in assigned subject areas in Michigan and nationally, including the identification of any emerging trends, issues, or research that may be of interest to the Legislature.
- Builds and maintains relationships with legal counsel, legislative staff, and other persons working in assigned subject areas.
- Contributes actively to the division's efforts to improve the quality of service provided to the Legislature, including collaboration with the Division Director on administrative and process improvement projects.
- May assist with the division's client outreach strategy to legislators and legislative staff.
- May contribute to the production of standard division publications.
- Assists administrative staff in answering division phones and routing requests.
- Performs other duties as assigned.

## **MISSION STATEMENT PRINCIPLES AND GOALS**

- Displays a team-oriented attitude toward co-workers and other Legislative Council staff.
- Provides high-quality services and products to members of the Legislature and other customers.
- Acts in a professional manner.
- Takes initiative in improving one's knowledge, skills, and judgments so as to better serve the Legislature.

## **KNOWLEDGE, SKILLS AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:**

- Objectivity, accuracy, and a strong attention to detail.
- A high level of self-motivation and intellectual curiosity.
- A customer service orientation.
- The ability to create and maintain highly favorable public relations with coworkers and external customers.
- The ability to work independently with minimal supervision and a great deal of independence as well as collaboratively in a team environment.
- The ability to skillfully manage multiple projects with time constraints, deadlines, and changing priorities to ensure the delivery of high-quality information in a timely manner.
- Knowledge and experience in the fundamental methods of research, including the ability to conduct extensive research in assigned subject areas.

- The capability to plan and implement strategies to gather information from appropriate technical and non-technical resources and to evaluate the reliability of that information.
- Excellent analytical and problem-solving skills, including the ability to assimilate, analyze, and synthesize relevant oral and written data from multiple sources and draw logical conclusions and inferences for public policy.
- The ability to present complex and technical topics clearly, simply, and concisely for a broad audience.
- The ability to communicate findings effectively in a technical and non-technical manner in writing, over the phone, and in presentations.
- The ability to understand the legislative process, Legislative Council, and division products and services.
- The ability to draw upon experience and knowledge learned to suggest improvements in division business processes and division products.
- The ability to learn and use internal software programs, such as email, DCDS, employee self-service, and division information management systems.
- Intermediate level proficiency in using Microsoft® Office Suite software applications to compose documents and construct tables and graphics using the division's standard formats.
- The ability to confidently use Microsoft Excel to manage data.
- The ability to use web browsers, internal and external electronic databases, search engines, and traditional tools for research.

### **MINIMUM QUALIFICATIONS FOR THE POSITION:**

- Master's degree required.
- Minimum of one year of relevant work experience required, such as basic public policy research, legislative or state government experience, or particular subject area experience.
- Minimum one year of experience in data analysis, research, and report writing required.
- Excellent written and oral communication skills required.
- Strong interpersonal skills required.
- Intermediate level proficiency in Microsoft Word and Excel required.
- Equivalent combination of education and experience acceptable.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Must be willing and able to work overtime as required, including evenings, weekends, holidays, and the Division's late-night session coverage.